

# Recruiting Announcement

Announcement No.: SWR- 2003 -08

Opening Date: March 14, 2003

Closing Date: April 11, 2003

## U.S. DEPARTMENT OF ENERGY SOUTHWESTERN POWER ADMINISTRATION

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**POSITION:** **EQUIPMENT OPERATOR, WB-4741, \$17.19 PER HOUR**

**ORGANIZATION LOCATION:** Southwestern Power Administration,  
Office of Maintenance  
Division of Transmission Maintenance  
Jonesboro Maintenance Unit

**DUTY LOCATION:** Jonesboro, AR

**NUMBER OF VACANCIES:** May fill more than one position from this announcement.

**TYPE OF APPOINTMENT:** **Term:** A term appointment is an appointment lasting one year or less and may be extended up to a maximum of four years. Permanent competitive career or career conditional employment cannot be gained through this appointment.

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**AREA OF CONSIDERATION:** All U.S. citizens may apply. No previous Federal employment is required. All applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, or any other non-merit factor.

**PLACEMENT ASSISTANCE PROGRAMS:** Individuals entitled to priority consideration under the Interagency Career Transition Assistance Program (ICTAP) and/or Department of Energy's Career Transition Assistance Program (CTAP) **MUST** submit the documentation listed below with their application package:

- A. RIF separation notice: A letter from OPM or your agency documenting your priority consideration status;
- B. Current (last) performance appraisal rating of record (must be successful or equivalent);
- C. Narrative statement (GS positions), or Supplemental Qualifications Statement (WB positions), addressing the knowledge, skills, and abilities factors listed under Qualification Requirements in this announcement; and
- D. Documentation showing the promotion potential of the position from which you may be or have been separated. (Applicants are eligible for consideration only for vacancies which have no higher promotion potential.)

Eligible employees must be determined to be well qualified for this position. Well qualified means an eligible employee possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position.

**NOTE:** Relocation expenses are not authorized.

**REASONABLE ACCOMMODATIONS:** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**VETERANS PREFERENCE:** A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who served in a military action for which they received a Campaign Badge or Expeditionary Medal, or who served on active duty during the Gulf War from August 1990 thru January 2, 1992 and who served continuously for a minimum of 24 months or for the full period for which called or ordered to active duty (submit DD-214). 10-point veteran's preference is available to a disabled veteran or Purple Heart recipient or the widow, widower, or mother of a deceased veteran. You must submit a SF-15 and documented proof of your claim and DD-214. Further information is available in the **VetGuide** located on the U.S. Office of Personnel Management web site at [www.opm.gov](http://www.opm.gov).

**DUTIES/RESPONSIBILITIES:** Operates and maintains large farm-type tractor equipped with brush-cutting attachment, side clearing equipment, and herbicide spray equipment in the clearing/cutting of heavy brush along transmission line rights-of-way. In areas not accessible by large equipment, re-clearing will be accomplished by hand utilizing brush saws and chain saws. Herbicide spraying may be accomplished by hand using a backpack weighing approximately 50 pounds. May cut brush/weeds in substation and pole yard sites. Operates large tractor or bulldozer equipment used in excavation, leveling, road building, hoisting, towing, and hauling work. Operates pneumatic tools for drilling rock and excavating pole and anchor holes for transmission line maintenance projects. Performs periodic inspection and preventative maintenance on equipment and vehicles used. Performs manual labor of loading, unloading, or carrying materials, supplies, or equipment.

**PHYSICAL DEMANDS:** Requires physical exertions, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurrent bending, crouching, stooping, stretching, reaching, or similar activities; and recurrent lifting of moderately heavy items and working with heavy specialized industrial equipment. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**WORK ENVIRONMENT:** The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, such as working with high-voltage electrical equipment (.0001 volts to 161,000 volts) in remote, outdoor field locations with rough terrain and exposure to various weather conditions, wind, dust, brush, insects and occasionally poisonous snakes; and emergency situations at all hours of the day and any day. The employee must apply a wide range of safety and other precautions. Incumbents encounter general public who may object to aspects of the projects. Travels and lodges at remote locations frequently. The current work schedule is four 10-hour days weekly, Monday thru Thursday. Although not on standby status, the incumbent is subject to call at any time to perform emergency work and is encouraged to establish permanent residence within a one-hour commuting distance of the duty station.

**NOTE:** This position is subject to frequent overnight travel.

**CONDITIONS OF EMPLOYMENT:** Applicant must be a licensed motor vehicle operator at the time of appointment. The incumbent of this position must possess and maintain a Class A commercial driver's license (CDL).

Upon tentative selection, applicant will be required to complete a physical examination. Unsatisfactory results from the physical will result in non-appointment. Before an offer of employment becomes final, drug/alcohol testing will be required. A determination of the use of illegal drugs or alcohol may lead to non-appointment. This position is subject to future random, unannounced drug/alcohol testing.

Selection for this position is contingent upon proof of U.S. Citizenship. A background investigation will be required. Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Before appointment, selectee will be required to certify that all information contained on or attached to their application is complete, true, accurate, and made in good faith. It will be made with the understanding that the information may be investigated, and false or fraudulent information on your application may be grounds for not hiring you or firing you after you begin work.

**QUALIFICATION REQUIREMENTS:** Applicants must be found qualified to do the work of an Equipment Operator. In their application material they must indicate that they possess sufficient knowledge, skills, and abilities to satisfactorily perform the duties of the position without more than normal supervision. The ability to do the work of an Equipment Operator without more than normal supervision will be used as a screen-out element, and any applicant not indicating an adequate level of this ability will be eliminated from further consideration.

**BASIS OF RATING:** Applicants will be rated on the basis of relevant experience, education, related volunteer experience, training, job-related awards, and the factors listed below. The ranking factors are:

1. Ability to do the work of Equipment Operator without more than normal supervision (screen-out element). (Applicants who fail to show this ability will be rated ineligible)
2. Ability to operate equipment and utilize materials safely and work safely around high-voltage transmission line rights-of-way and maintenance facilities.
3. Ability to operate equipment with attached or towed auxiliary equipment.
4. Ability to attach and adjust equipment and perform operator maintenance.
5. Ability to interpret and follow instructions.

**APPLICANTS ARE ALSO STRONGLY ENCOURAGED TO COMPLETE THE SUPPLEMENTAL QUALIFICATIONS STATEMENT ATTACHED TO THIS ANNOUNCEMENT.**

**HOW TO APPLY:** Submit an application package containing the following:

1. A resume, other document such as an Optional Federal Employment application, OF 612,(found at [www.opm.gov/forms/html/of.asp](http://www.opm.gov/forms/html/of.asp)) or general employment application form. See note below.
2. Documentation for veteran's preference or placement assistance programs.
3. Supplemental Qualifications Statement.

Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process. Submit complete application package to:

U. S. Department of Energy  
Southwestern Power Administration  
Attn: Janet Hagar  
One West Third Street  
Tulsa, OK 74103-3519

Applications received in the mail must be postmarked on or before the closing date and received in the Human Resources Management Office within 5 working days after the closing date of the vacancy announcement. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes or faxed using government fax machines will NOT be accepted. Electronic applications must be received by the closing date.**

**CONTACT:** For further information, you may contact Janet Hagar at (918) 595-6622, FAX (918) 595-6656, or by email [janet.hagar@swpa.gov](mailto:janet.hagar@swpa.gov).

**NOTE:** Your application must contain the information described in the Office of Personnel Management pamphlet, "Applying for a Federal Job" (found at [www.opm.gov/forms/html/of.asp](http://www.opm.gov/forms/html/of.asp)): (1) Announcement #, title, grade of the position for which you are applying (2) Your name, mailing address, and day and evening phone (3) Social Security # (4) Country of citizenship (5) Veteran's preference (6) Schools attended and dates (7) Work experience. Include job title, duties, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, and salary (8) Indicate whether we may contact your supervisor (9) Job-related training courses, skills, certificates and licenses, honors, awards and special accomplishments.

THE U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER.  
A HARASSMENT FREE WORK ENVIRONMENT IS SOUTHWESTERN'S POLICY.

**SUPPLEMENTAL QUALIFICATIONS STATEMENT**  
**EQUIPMENT OPERATOR**  
**RECRUITING ANNOUNCEMENT SWR-2003-08**

**Name of Applicant:** \_\_\_\_\_

Do you currently possess a Commercial Drivers License (CDL)?      Yes\_\_\_ No\_\_\_

Check the type(s) of directions you have worked from on previous jobs:

Oral Instructions:    Yes\_\_\_ No\_\_\_      Written Instructions:    Yes\_\_\_ No\_\_\_

Oral or written instructions on rapidly changing job:    Yes\_\_\_ No\_\_\_

Circle any of the following tools and equipment you have used:

**PowerTools**

**Examples of Use**

Chain Saw  
Welding Equipment  
Jackhammer  
Air hammer  
Paving Breaker  
Front-end Loader(1 ½ yard and under  
Mower  
Bulldozer  
Drill  
Posthole Digger  
Chemical Spray Rig  
(truck or trailer-mounted  
Farm-type Tractor

**Hand Tools**

Shovel  
Pick  
Tamper  
Hammer  
Saw  
Trowel  
Paintbrush  
Paint Roller  
Cement Mixer  
Brush Saws  
Posthole Digger  
Screwdriver  
Tape Measure  
Survey Level  
Drill  
Rake  
Wrench  
Paint Scraper  
Pliers  
Pipe Wrench

**Ability to Operate Equipment.** Check the types of equipment you have operated:

- a. Farm-type Tractor\_\_\_ With attached/towed equipment\_\_\_  
Explain type of work performed:

b. Warehouse-type Tractor\_\_\_\_ With attached/towed equipment\_\_\_\_  
Explain type of work performed:

c. Vehicles, such as sedans, pickup trucks, jeeps, delivery vans, fork-lifts, or floor sweepers\_\_\_\_  
Explain type of work performed:

Have you ever performed tool or equipment maintenance which may have involved keeping items clean: replacing hoses and belts; routine periodic maintenance, such as minor tuneups, replacing brake linings, etc.; making simple adjustments in calibration; and adjusting equipment to operating tolerances? Describe and explain in detail. (If more space is needed, use a separate sheet of paper)

**Ability to Attach Equipment:** Explain types of equipment you have attached and your responsibility concerning its use and adjustment.

**Materials Used:** For each type of material listed below, write the number of the statement that shows your ability. Then, give examples of work you performed that shows how you used your ability.

1 = Have used the material when working under close supervisory guidance

2 = Have used the material and planned operations on the basis of my own judgment and experience with occasional supervisory guidance.

3 = I'm an expert concerning the material and have been consulted by co-workers for advice on its use or appropriate substitute.

<u>Material</u>	<u>Number.</u>	<u>Examples of Work Performed</u>
Lumber	_____	_____
Concrete	_____	_____
Chain Link Fence	_____	_____
Pipe	_____	_____
Weed Spray	_____	_____
Rodent Poison	_____	_____
Asphalt	_____	_____
Herbicide Application	_____	_____
Welding Materials	_____	_____
Pavement Repair Materials	_____	_____

Check the weights you have had to lift and carry:

10 lbs\_\_\_\_ 20 lbs\_\_\_\_ 40 lbs\_\_\_\_ 50 lbs\_\_\_\_ 100 lbs\_\_\_\_

List some of the heavy things you have lifted, and tell about your activities or experience that required physical strength and endurance:

**Ability to Operate Safely.** Provide written responses to your answers.

a. Describe the kinds of hazardous situations or potential dangers you have had to work with, such as in close proximity to high-voltage electrical lines, or in rough terrain, etc. Tell about your experience and training that shows you can work safely.

b. Describe dangers involved in any work you have done.

c. Some safety training is listed below: check those you have completed, indicating the length of such training and dates completed. List and date any other types of safety training.

Fire Extinguisher	___	_____
CPR	___	_____
First Aid	___	_____
Switchmen Certification	___	_____
Herbicide Application	___	_____
Defensive Driving	___	_____
Powered Industrial Trucks/forklifts	___	_____
Hearing Protection	___	_____
Others:		

d. What safety training have you provided to other workers?

e. Describe your safety record (including safety awards).

f. Describe any accidents you have had on the job in the last 5 years (dates).

g. Have you had a lost-time accident in the last 5 years? If so, state whether you were at fault and state the severity of the lost-time accident.

h. Provide information concerning any traffic violations or traffic accidents which you have had in the last 5 years.

If you have been employed as an Equipment Operator or in a closely related field, check the statement below that best characterizes your level of performance and supervision received.

- \_\_\_      Able to independently decide which simple tasks should be done to carry out those tasks with supervisory guidance.
- \_\_\_      Able to perform the common tasks associated with journeyman duties on own initiative subject to occasional supervision.
- \_\_\_      Able to perform the most difficult tasks associated with journeyman duties on own initiative and with very little supervision.

After completing the application and this form, look them over carefully to make sure that both have been signed and that you have answered every question. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

**Statements concerning qualifications will be verified; exaggeration or misstatements may be cause for your disqualification or later removal from service.**

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### CERTIFICATION

I CERTIFY that all of the statements made are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_